Application for Use of Fargo Public Library Meeting Room

Select Location:

Main Library	**Carlson Library**	**Northport Library**
102 3rd Street North	2801 32nd Avenue South	2714 North Broadway
Community Room	**Community Room**	**Community Room**
seats 90	seats 70	seats 50
Conference Room (x2)	**Conference Room**	
seats up to 20	seats 15	

Meeting date(s): _____

Time requested: _____ **to** _____ (Please include time for set up and tear down)

Attendance expected: _____

Name of person booking room: _____

Organization: _____

Address of person or organization: _____

Phone: _____ **Email:** _____

Select Option:

Community Room (Large Rooms - available at Main, Carlson and Northport)

> **For-Profit Organization –** $100 per four hours

> **City of Fargo; Fargo Senior Programs; Fargo Public Library-affiliated groups; book groups; student groups; nonprofit groups and individuals –** No Fee

Conference Room (Small Rooms - available at Main and Carlson only)
> **Advance booking –** No fee

> **Walk In –** No fee

Equipment – $20 fee per booking per day (Not available for Walk In)

> **Laptop**

> **Projector** (not available in all locations)

> **TV** (not available in all locations)

> **Wireless Microphone** (Large rooms only)

By submitting this form I agree that *I have read and agree to abide by the Meeting Room Policy. I agree to use the room only for the purposes of the above organization and with the stated date, hours, and attendance. Failure to abide by this agreement may result in the suspension of meeting room privileges.*

Signature _____ **Date submitted:** _____

**Return this form to any Fargo Public Library
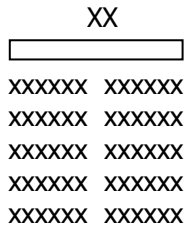location attention Meeting Rooms or email to**
libraryoffice@fargolibrary.org

-Main Library Community Room Use Only-
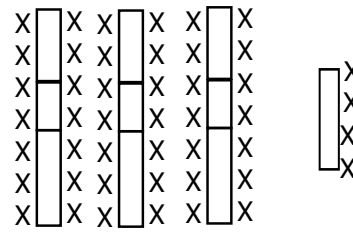**Room set up to be completed by organizer at Carlson and Northport locations.**
Please make your selection by checking the box next to your choice
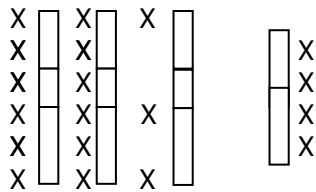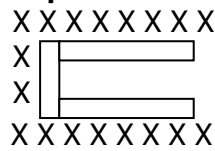
Standard configuration
1 Table, 60 Chairs

```
          XX
   [_____]

xxxxxx  xxxxxx
xxxxxx  xxxxxx
xxxxxx  xxxxxx
xxxxxx  xxxxxx
xxxxxx  xxxxxx
```

Luncheon

```
X[ ]X  X[ ]X  X[ ]X
X[ ]X  X[ ]X  X[ ]X
X[ ]X  X[ ]X  X[ ]X        [ ]X
X[ ]X  X[ ]X  X[ ]X        [ ]X
X[ ]X  X[ ]X  X[ ]X        [ ]X
X[ ]X  X[ ]X  X[ ]X        [ ]X
X[ ]X  X[ ]X  X[ ]X
```

Classroom

```
X[ ]  X[ ]  X
X[ ]  X[ ]   [ ]        [ ]X
X[ ]  X[ ]   [ ]        [ ]X
X[ ]  X[ ]  X[ ]        [ ]X
X[ ]  X[ ]   [ ]        [ ]X
X[ ]  X[ ] X
```

Open Cube

```
X X X X X X X
X [_____]
X [_____]
X X X X X X X
```

Closed Cube

```
X X X X X X
X [_____]  X
X [|____]  X
X [_____]  X
X X X X X X
```
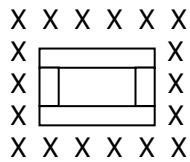
Custom Configuration
Please draw what you would like

Return this form to any Fargo Public Library
location attention Meeting Rooms or email
to libraryoffice@fargolibrary.org